



Date: September 18, 2012

To: Thomas J. Bonfield, City Manager  
Through: Keith Chadwell, Deputy City Manager  
From: Reginald J. Johnson, Interim Director  
Department of Community Development

Subject: Approval of On-Call Contractor's List for Use by the Department of Community Development

### Executive Summary

On July 30, 2012, the City of Durham issued a Request for Qualifications (RFQ) for the following on-call professional services: asbestos/lead inspectors, real estate attorneys and home energy raters. These services would be used in conjunction with community development activities throughout the City of Durham. The submission deadline was August 29, 2012. The Department of Community Development received 4 responses to the RFQ from the following contractors:

<u>Contractor</u>	<u>Service</u>
ECS Carolinas, LLP	Asbestos/Lead Inspector
The EI Group, Inc.	Asbestos/Lead Inspector
H. Eugene Tatum, III, P.A.	Real Estate Attorney
Reinhardt Law Offices, PLLC	Real Estate Attorney

A review panel consisting of representatives from the City's Community Development Department and Equal Opportunity/Equity Assurance Department reviewed and ranked each of the proposals. Each of the 4 proposals received was deemed responsive to the RFQ. No responses were received under the home energy rater category.

### Recommendation

The Department of Community Development recommends that City Council authorize the City Manager to approve the following companies to be placed on a three (3)-year rotating on-call list to be used by the Department of Community Development in conjunction with community development activities throughout the City of Durham:

<u>Contractor</u>	<u>Service</u>
ECS Carolinas, LLP	Asbestos/Lead Inspector
The EI Group, Inc.	Asbestos/Lead Inspector
H. Eugene Tatum, III, P.A.	Real Estate Attorney

and approve H. Eugene Tatum, III, P.A. to serve as the real estate attorney to close 71 properties in the Southside neighborhood which the City will purchase from the Center for Community Self-Help.

### **Background**

On July 30, 2012, the City of Durham issued a Request for Qualifications (RFQ) for the following professional services: asbestos/lead inspectors, real estate attorneys and home energy raters. These services would be used in conjunction with community development activities throughout the City of Durham. The submission deadline was August 29, 2012. The Department of Community Development received 4 responses to the RFQ. Each contractor was evaluated on the criteria stated in the RFQ and awarded a total score. The criteria applied (possible 100 total points) were Experience and Qualifications (60 points) and Hourly Rates and Fee Schedules (40 points). After the completion of the review by the panel, the 4 responsive proposals were scored and ranked in each of the service categories and are being recommended to the City Council for approval to be placed on a three (3)-year rotating on-call contractor's list to be used by the Department of Community Development. The contractor's position on the on-call list was determined by the number of points received from the proposal scores.

Based on the RFQ responses, the review panel is also recommending one of the real estate attorney respondents to close 71 properties in the Southside neighborhood which the City will purchase from the Center for Community Self-Help.

### **Issues/Analysis**

Approval of the recommended contractors for a rotating on-call list is vital in carrying out upcoming community development activities throughout the city. Approval of a real estate attorney is essential to successfully close 71 properties in the Southside neighborhood. The closings are scheduled to begin in November 2012.

### **Alternatives**

The City Council could choose not to approve the on-call contractor's list for use by the Department of Community Development. This would cause a delay in the expenditure of federal entitlement funds.

### **Financial Impact**

The City of Durham general fund and federal entitlement funds will be used to pay for the professional services rendered by the on-call contractors.

### **SDBE Summary**

The Equal Opportunity/Equity Assurance Department reviewed the proposals submitted by the recommended contractors and determined that they are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. No M/SDBE or W/SDBE goals were set.